

Daily Class Schedule				Career Transition Center Foreign Service Institute DEPARTMENT OF STATE
SAMPLE ONLY				
Week One				
COURSE TITLE RV 102 Job Search Program				
Job Search Coordinator,			Participant Copy	
Secretary			Program Assistant	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>8:00 – 8:40 Registration & Job Search Networking</p> <p>8:40 – 8:45 Welcome Deputy Director, FSI</p> <p>8:45 – 9:00 Introduction of CTC Staff & FSI Orientation Director FSI/TC</p> <p>9:00 – 10:00 Administrative Questions & Forms</p> <p>10:15 – 11:30 JSP Expectations & Transitions from a Different Perspective</p> <p>11:30 – 3:00 Transition Issues for Spouses – AAFSW (room E-2118)</p> <p>11:30 – 4:00 Small Group Workshops – Introductions, FSI Tours, Personal Inventory – Counselors (See Room Schedule)</p>	<p>9:00 – 11:45 Getting Started</p> <p>JSP Manual: Unit 1 & JSP Appendix</p> <p>1:00 – 4:00 Skills Assessment & Accomplishments JSP Manual: ;Unit 2 & JSP Appendix</p>	<p>9:00 – 11:45 Nuts & Bolts of Resumes</p> <p>JSP Manual: Unit 1 & JSP Appendix</p> <p>1:00 – 4:00 Interviewing</p> <p>JSP Manual: Units 7 & 8 & JSP Appendix</p>	<p>9:00 – 10:00 Job Search Research & Networking</p> <p>10:15 – 12:15 Research for Job Search: On-line</p> <p>JSP Manual: Unit 4 & JSP Appendix</p> <p>1:15 – 2:15 Cover Letters & References</p> <p>JSP Manual: Unit 6 & JSP Appendix</p> <p>2:30 – 3:30 Resumes: The Employer's View</p> <p>3:30 – 5:00 Individual Work Resume preparation & Transition Issues</p> <p>Note: Bi-Weekly report for Pay Period 4 due (Room E-2105) by COB. Future reports are due 3/20, 4/3, 4/17 & 4/30</p>	<p>9:00 – 11:45 Small Group Workshops- Resume Development Counselors (See Room Schedule)</p> <p>Assignment 1: Bring Getting Started worksheet, Skills Summary and Accomplishments Statement to Your Small Group Meeting (see assignment list in Appendix of your JSP Manual)</p> <p>1:00 – 5:00 Individual Scheduled Consultations Counselors (see Room Schedule)</p> <p>1:00 – 5:00 Independent Work on Assignments</p> <p>Please complete & turn in Weekly Evaluation Report for Week 1 to your Counselor</p>

Daily Class Schedule			Career Transition Center FOREIGN SERVICE INSTITUTE DEPARTMENT OF STATE	
SAMPLE ONLY				
Week Two				
COURSE TITLE RV102 Job Search Program				
Job Search Coordinator		Participant Copy		
Secretary		Program Assistant		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 2:30 Individual Scheduled Consultations - Counselors (See Room Schedule) 8:00 – 5:00 Independent Work on Assignments	9:00 – 4:00 Small Group Workshops - Resume & Cover Letter Evaluation Counselors (See Room Schedule) Assignment 2: Bring ten (10) copies of Cover Letter and First Draft of Resume to this Session	9:00 – 10:15 Managing Transition 10:30 – 11:45 Transition Stress Management 1:00 – 2:15 Tech Netiquette 2:30 – 4:00 Professional and Professional Attire –	9:00 – 10:00 Job Hunting Resources at the Public Library 10:15 – 11:45 Networking JSP Manual: Unit 5 1:00 – 5:00 Independent work on Assignments Assignment 3: <u>Second Draft of Resume by 5:00 p.m.</u>	9:00 – 11:45 Personal Inventory Integration I JSP Manual: Unit 2 & JSP Appendix 1:00 – 4:00 Negotiating JSP Manual: Unit 7 & JSP Appendix

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Week Three				
COURSE TITLE RV 102 Job Search Program				
Job Search Coordinator		Participant Copy		
Secretary		Program Assistant		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 11:45 Small Group Workshops – Preparing for Difficult Questions - Counselors (See Room Schedule) Please complete & return weekly Evaluation report for Week 2 to your counselor 12:15 – 4:30 Individual Resume Evaluations (per schedule) <				

Daily Class Schedule **SAMPLE ONLY** Week Four			Career Transition Center FOREIGN SERVICE INSTITUTE DEPARTMENT OF STATE	
COURSE TITLE RV102 Job Search Program			Participant Copy	
Job Search Coordinator				
Secretary			Program Assistant	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 2:30 Individual Scheduled Consultations Counselors (See Room Schedule) 8:00 – 5:00 Independent Work on Assignments 9:00 – 2:00 Individual Videotaped Interviews	9:00 – 10:45 Retirement Information 11:00 – 11:45 Legal Restrictions after Retirement 1:00 – 2:30 Nuts & Bolts of Starting a Consulting Business 2:45 – 4:00 Opportunities in Education	9:00 – 10:30 Financial Aspects of Starting or Buying Your Own Business 10:45 – 11:45 Writing and Publishing – 1:00 – 5:00 Individual Videotaped Interviews 1:00 – 5:00 Independent Work on Assignments	9:00 – 10:15 Small Business Panel 10:30 – 11:45 Part-time, Temporary & Volunteer Opportunities – 1:00 – 5:00 Individual Videotaped Interviews (per schedule) 1:00 – 5:00 Independent Work on Assignments	9:00 – 10:45 Small Group Wrap-up & Evaluations – Counselors (See Room Schedule) Assignment 5: Resource Review, Final Resume for File, Week 4 Evaluation and Final Program Evaluation – due to Counselor 11:00 – 12:00 Workshop Wrap-up 12:00 – 1:00 Launch Party 1:00 – 5:00 Individual Videotaped Interviews (per schedule) (Room F-1328)

Daily Class Schedule **SAMPLE ONLY** Weeks Five - Nine			Career Transition Center FOREIGN SERVICE INSTITUTE DEPARTMENT OF STATE	
COURSE TITLE RV 102 Job Search Program				
Job Search Coordinator			Participant Copy	
Secretary			Program Assistant	
MONDAY 9:00 – 5:00 Individual Videotaped Interviews (per schedule)	TUESDAY 10:00 – 12:00 JSP Follow-up Group Meeting - 9:00 – 5:00 Individual Videotaped Interviews (per schedule)	WEDNESDAY 9:00 – 5:00 Individual Videotaped Interviews (per schedule)	THURSDAY 9:00 – 5:00 Individual Videotaped Interviews (per schedule) Bi-weekly Report for Pay Period – due by COB	Weeks VI - IX 10:00 – 12:00 JSP Follow-up Group Meeting (Room E-2118) Bi-Weekly Report for Pay Period –by COB END OF JOB SEARCH PROGRAM